



AUSTRALIAN
INTERNATIONAL
DOCUMENTARY
CONFERENCE

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ABN 31 098 558 313

AIDC 2020 CONFERENCE PROGRAMMER POSITION DESCRIPTION

Position:	Conference Programmer
Term:	Short-term fixed contract
Start Date:	September 2 2019
End Date:	13th March 2020
Hours:	02 Sep19 – 10Nov 19 x 3 days per week (days negotiable) 11 Nov19 – 13 Mar 20 Full time
Reports to:	CEO/Conference Director
Remuneration:	\$65,000 pro rata + 9.5% superannuation

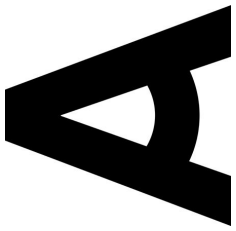
Organisational Context

Established in 1987, AIDC is a not-for-profit organisation committed to the sustainability of documentary, factual and interactive storytelling. The goal of the organisation is to connect creators, purveyors and viewers of nonfiction screen content in ways that promote business, inspire creativity and ignite social change. Held in Melbourne and featuring a four-day international marketplace, forum and screening program, the event attracts a diverse mix of broadcasters, storytellers, entrepreneurs and documentary fans from Australia, the Asia-Pacific and beyond.

Position Description

AIDC is seeking a programmer to develop program content for the 2020 Australian International Documentary Conference. Working in consultation with the CEO/Conference Director and in collaboration with a small team, the Conference Programmer is responsible for ensuring AIDC 2020 features a diverse mix of world-class speakers, sessions and screenings that promote business, inspire creativity and ignite social change within the non-fiction screen sector.

Your personal attributes include creativity, initiative, efficiency, flexibility, and strong organisational and problem-solving skills. You are a lateral thinker with the ability to multi-task as a team player in a pressured environment and meet deadlines. Reporting directly to the CEO/Conference Director, you will also work closely with the Program Coordinator, Event Manager as well as the rest of the AIDC team.



The position is available 3 days per week from 02 September to 10 November 2019 and then full-time from 11 November 2019 to 13th March 2020. The position will be based in Melbourne.

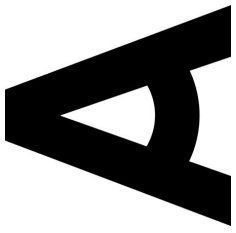
For confidential enquiries contact: Alice Burgin alice@aidc.com.au

Please submit a CV and cover letter addressing the selection criteria to admin@aidc.com.au

Applications close: Close of Business Thursday 1 August 2019

Key Responsibilities

- Under the direction of the CEO/Conference Director, develop and deliver a world-class conference program of around thirty sessions and a small number of screenings adhering to the 2020 conference programming plan.
- Draw on your extensive networks and knowledge of the documentary and factual television sector to pursue high-calibre, quality speakers and content creators, guests, industry leaders and decision-makers in the documentary, factual and interactive fields across all platforms.
- Oversee alongside the Marketplace Manager and Conference Director the international and domestic guest travel budget.
- Consult with the Programming Advisory Committee on a regular basis and schedule and conduct a minimum of two Programming Advisory Committee meetings to develop new ideas and a diverse program.
- Ensure that a balance between factual and documentary content is reflected in the program, with key local production companies included in the program.
- Work closely with the Marketplace Manager to incorporate sessions that include international decision-makers attending the event.
- Work closely with the Partnerships & Business Development Manager to develop sessions that incorporate key corporate, industry and cultural stakeholders including broadcasters.
- Find, contract and manage a team of conference session producers to assist with rolling out the program with a focus on diversity.
- Work closely with the Program Coordinator to gather all speakers and session producer contracts, bios and headshots, written and visual materials for each session, and any additional components that might be necessary for each session.
- Work with the Event Manager and Program Coordinator to ensure the smooth execution of all conference sessions on time and within budget.
- Where necessary, assist the Marketplace team with the running of pitching initiatives taking place within the conference program.
- Work strategically with AIDC's publicity, marketing and partnerships teams to provide detailed program information in a timely fashion to maximise promotional opportunities that generate publicity and increase delegate registrations.
- Consult continuously with the rest of the team to ensure all aspects of the event are smoothly integrated and assist other team members as required.



- Ensure the smooth running of the entire conference program of sessions and screenings during the event.
- Work closely to assist the team for the duration of the event.
- Write a short report at the conclusion of the event with highlights, a summary of activities, significant data, problems encountered and recommendations for improvements at the next conference.

Selection Criteria (Essential)

- Current knowledge and understanding of key trends and players in the national and international documentary, factual and interactive screen sectors.
- Demonstrated direct experience in programming a major event such as a festival or conference with evidence of previous successful outcomes.
- Excellent written and verbal communication skills.
- Excellent inter-personal and negotiation skills with a proven ability to communicate effectively with Executive Management, event participants and stakeholders.
- Capacity to work both autonomously and collaboratively as part of a team, with a flexible approach to shifting priorities and solid problem-solving capability, a willingness to take direction, adapt to competing priorities and remain calm under pressure.
- Advanced organizational and time management skills.
- Demonstrated budget management and negotiation skills with impeccable attention to detail.
- High level of digital literacy on MAC platforms, including experience in the use of the Microsoft Office Suite for MAC, Google Drive and Salesforce CRM / database software.

Selection Criteria (Highly Desirable)

- Strong knowledge of the international marketplace, including international buyers.
- Interest in/knowledge of emerging trends and technologies such as VR/AR.
- Production experience in the documentary and/or factual television or wider film and television industry.
- Confidence in public speaking and session moderating.
- Competence in a language other than English.
- Experience in film festival programming and working with sales agents.

AIDC is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.